

PREPARE IN DUPLICATE

SRB 951 u

1. TITLE OF REPORT (If a fill-in report include Form No.)

951u LIFE INS. NO-MASTER

2. FUNCTIONAL AREA	TYPE OF REPORT	STATISTICAL
		NARRATIVE
		MACHINE-NAME LISTING

3. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

monthly

6. DISTRIBUTION (No. of components not number of copies)

2

7. FORMAT (memorandum, form, computer print-out, etc.)

CP-O

8. ADP PROCESSING

YES	IF YES GIVE ADP PROCESSING NO.
NO	

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

OCS/OPERATIONS

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	HOURS PER REPORT	COST PER REPORT	TIMES PREPARED	COST PER YEAR
GS-06-3	4.21	.57	2.40	12	28.80

B. COSTS OF COMPUTER PRODUCED REPORTS

			.24	12	2.88
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TOTAL COSTS PER YEAR

631.68

COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

13. FUTURE GOALS

PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

 OTHER (explain)

CHANGE

DISCONTINUE

DATE OF INVENTORY

2 Nov 1970

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT